



LAJPAT RAI DAV COLLEGE, JAGRAON (POST GRADUATION)

JAGRAON- 142026 (DISIT, LUDHIANA)
TEL: 01624-223260, 223245 Tele fax: 01624-223921
Email: info@lrdavjagraon.com, lrdavcollege@yahoo.com

Dated: 08-08-2023

A meeting of IQAC was held in hybrid mode with the following members on 08-08-2023 at

2:20 pm in the principal office. The following staff members were present:-

- | | | |
|--------------------------------------|---|--|
| 1. Dr. Anuj Kumar Sharma | - | Chairperson |
| 2. Dr. Pallavi Kataria | - | Co-Ordinator |
| 3. Dr. Subhash Chand | - | Member |
| 4. Dr. Meenakshi | - | Member |
| 5. Mrs. Mandeep Kaur | - | Member |
| 6. Dr. Neeti Jain | - | Member |
| 7. Mrs. Priyanaka | - | Member |
| 8. Mr. Ajay Kumar Pal | - | Member |
| 9. Mrs. Sushma Kumari | - | Administrative Officer |
| 10. Mr. Bhuwan Goyal
(Industries) | - | Member from A.P. Refinery PVT. LTD |
| 11. Prof. Savita Sharma | - | Alumni Member(Ex-Principal GCG
College, Ludhiana) |
| 12. Dr. Rajesh Kumar | - | Principal DAV College, Jalandhar |

Principal sir welcomed all the members and meeting started with enchanting of Gayatri Mantra.

Action Taken of Previous Meeting

1. Annual Athletic Meet was carried out with success in the month of march.
2. Department of Chemistry hosted an International Webinar.
3. An exhibition by the Fashion Design department was organized.
4. A Cycle Rally was arranged as a tribute to S. Bhagat Singh.
5. An educational excursion to Anandpur Sahib was organized by department of English.
6. Lok Sewa Society generously contributed 50 chairs.
7. Seminar was conducted on Add on Courses.
8. A Farewell Party was arranged for departing students

9. Retirement party also organizes to Sh. Kuldeep Maurya ji (non-teaching).
10. The Mid-Semester Test was scheduled and executed effectively.
11. Yoga Practice Sessions is organized on International Yoga Day.
12. Purchased of batteries and repair of CPU etc. of computer lab.

Agenda

1. **Infrastructure maintenance and augmentation:**

- a. Additional IP cameras will be installed to improve security and maintain discipline.
- b. Maintenance work for the computer lab includes replacing keyboards and mouse.
- c. Procurement of chemicals is necessary for student practicals in the chemistry lab.
- d. Installation of an angle feature is planned for the main gate.
- e. The upkeep of the college grounds will be addressed.
- f. Plans are in place to procure new security cameras.

2. **Admission Process**

Strategizing promotional activities leveraging the internet.

3. **Curriculum enrichment**

A 30-hour course designed to instill soft skills in students through Universal Human Values.

4. **Extra-Curricular Activities**

- a. Development and execution of Activity Calendar.
- b. Organizing a Freshers' Party to greet incoming students.
- c. Talent scouting for participation in the Zonal Youth Festival 2023.

5. **Academic Development**

Class test to be scheduled for both high-performing and struggling students.

6. **Professional Development of faculties**

To encourage faculty members to go for professional development.

7. **Development in Add-on Courses**

- a. Introduction of "Earn While Learn" opportunities for the Fashion and Cosmetology department.
- b. To introduce new skill based courses.

Proceeding/Rsolution

1. Requests for quotations are to be issued for the procurement and installation of IP cameras.
2. Inoperative keyboards and mice are to be declared obsolete, with replacements acquired promptly to ensure smooth operations in the computer lab.
3. Urgent acquisition of chemicals for the chemistry lab is necessary to avoid disruptions in student practical sessions.

4. Faculty teams should be formed to engage and encourage student admissions to the college.
5. Faculty members should be prepared to deliver a 30-hour course on universal human values.
6. An EMA committee is to be established to develop and submit an activity calendar.
7. Fresher party event selections should prioritize diverse talents to prepare students for upcoming youth festivals.
8. Expert teachers are to provide additional classes for both high-achieving and struggling students.
9. Faculty members should be motivated to pursue professional development opportunities.
10. Initiatives should be undertaken to attract a substantial number of students to participate in earn-while-learn programs.

Signature

1. Dr. Anuj Kumar Sharma
2. Dr. Pallavi Kataria
3. Dr. Subhash Chand
4. Dr. Meenakshi
5. Mrs. Mandeep Kaur
6. Dr. Neeti Jain
7. Mrs. Priyanaka
8. Mr. Ajay Kumar Pal
9. Mrs. Sushma Kumari
10. Mr. Bhuwan Goyal
11. Prof. Savita Sharma
12. Dr. Rajesh Kumar

- A. Kumar
 - Pallavi
 - Subhash
 - Meenakshi
 - Mandeep
 - Neeti
 - Priyanaka
 - Ajay
 - Sushma
 - Bhuwan
 - Savita
 - Rajesh



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Dated: 10-11-2023

A meeting of IQAC was held in hybrid mode with the following members on 10-11-2023 at

2:20 pm in the principal office. The following staff members were present:-

- | | | |
|--------------------------------------|---|--|
| 1. Dr. Anuj Kumar Sharma | - | Chairperson |
| 2. Dr. Pallavi Kataria | - | Co-Ordinator |
| 3. Dr. Subhash Chand | - | Member |
| 4. Dr. Meenakshi | - | Member |
| 5. Mrs. Mandeep Kaur | - | Member |
| 6. Dr. Neeti Jain | - | Member |
| 7. Mrs. Priyanaka | - | Member |
| 8. Mr. Ajay Kumar Pal | - | Member |
| 9. Mrs. Sushma Kumari | - | Administrative Officer |
| 10. Mr. Bhuwan Goyal
(Industries) | - | Member from A.P. Refinery PVT. LTD |
| 11. Prof. Savita Sharma | - | Alumni Member(Ex-Principal GCG
College, Ludhiana) |
| 12. Dr. Rajesh Kumar | - | Principal DAV College, Jalandhar |

Principal sir welcomed all the members and meeting started with enchanting of Gayatri Mantra.

Action Taken on agenda of previous meeting

1. Infrastructure maintenance and augmentation

- Painting of Yagya Shala.
- Got the shed of the girls' toilet repaired.
- Installed hedging on the wall of the boys' washroom up to the servant quarter. Repaired campus floors.
- Repaired AC units in computer labs.

2. Admission Process:

Purchase of a advertisement plan on Facebook for college promotion.

3. Curricular and Extracurricular enrichment program:

- a. Initiated a 30-hour course on Universal Human Values.
- b. Prepared and implemented a Activity Calendar for the session and IQAC members were assigned monthly implementation responsibilities.
- c. Successfully organized a Fresher Party cum Talent Hunt for 250 students. Events and participants were selected for the upcoming Youth Festival.
- d. Hired coaches for Giddha and Theatre; students secured 4 positions in Zonal Youth Festival 2023 and one position at Inter-zonal level.

4. Academic Development:

- a. Incorporated the Human Values Course in regular time table.
- b. Initiated Mentor-Mentee program.

5. Professional Development of Faculties:

- a. Five faculty members went for upgrading their skills.

Agenda

1. Infrastructural maintenance and Augmentation:

- a. Regular repair and maintenance of CCTV systems.
- b. Arrange repairs for the generator.
- c. Address repairs needed in the girls' hostel bathrooms.

2. Admission Process:

- a. Organize school visits for the inter-school competition series "Carvaan-E-Hunar" to intimate prospective students about courses and streams.

3. Curriculum Enrichment:

- a. Plan workshops within the college campus.
- b. Arrange industrial visits for students.

4. Extra-Curricular Activities:

- a. Organize a communal harmony campaign week in January.
- b. Recognize and honor participants and winners of the Zonal Youth Festival 2023.

5. Academic Development:

Schedule test for both high-achieving and struggling students.

6. Professional Development of Faculties:

Allow faculty members to attend orientation or refresher courses for faculty members.

7. Development in Add-on Courses:

- a. Put efforts to run "Earn While Learn" program for the Fashion and Cosmetology department.
- b. Offer open training sessions for outside participants.

c. Make efforts for promoting admission in IT.

Proceeding

1. Distribute invitations to schools for "Caravan-E-Iltam" and provide students with information about various courses and streams.
2. Develop printed materials for college advertisements
3. Utilize social media platforms for college advertising.
4. Notify department heads to organize workshops, seminars, and conferences in the college
5. Determine the venue and dates for an industrial visit.
6. Assign faculty members duties for the monthly implementation of the activity calendar.
7. Coordinate with NSS, NCC, and Red Ribbon club to arrange activities for celebrating Communal Harmony Campaign Week.
8. Award medals to participants and winners of the zonal youth festival to motivate them.
9. Provide extra classes to the students by experienced teachers.

Signature

1. Dr. Anuj Kumar Sharma
2. Dr. Pallavi Kataria
3. Dr. Subhash Chand
4. Dr. Meenakshi
5. Mrs. Mandeep Kaur
6. Dr. Neeti Jain
7. Mrs. Priyanaka
8. Mr. Ajay Kumar Pal
9. Mrs. Sushma Kumari
10. Mr. Bhuvan Goyal
11. Prof. Savita Sharma
12. Dr. Rajesh Kumar

- *Sharma*
- *Pallavi*
- *Subhash*
- *Meenakshi*
- *Mandeep Kaur*
- *Neeti Jain*
- *Priyanaka*
- *Pal*
- *Sushma*
- *Bhuvan*
- *Savita*
- *Rajesh*



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Dated: 16-01-2024

A meeting of IQAC was held in hybrid mode with the following members on 16-11-2023 at

2:20 pm in the principal office. The following staff members were present:-

- | | | |
|--------------------------------------|---|--|
| 1. Dr. Anuj Kumar Sharma | - | Chairperson |
| 2. Dr. Pallavi Kataria | - | Co-Ordinator |
| 3. Dr. Subhash Chand | - | Member |
| 4. Dr. Meenakshi | - | Member |
| 5. Mrs. Mandeep Kaur | - | Member |
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| 8. Mr. Ajay Kumar Pal | - | Member |
| 9. Mrs. Sushma Kumari | - | Administrative Officer |
| 10. Mr. Bhuwan Goyal
(Industries) | - | Member from A.P. Refinery PVT. LTD |
| 11. Prof. Savita Sharma | - | Alumni Member(Ex-Principal GCG
College, Ludhiana) |
| 12. Dr. Rajesh Kumar | - | Principal DAV College, Jalandhar |

Principal sir welcomed all the members and meeting started with enchanting of Gayatri Mantra.

Action Taken on the agenda of November-2023 meeting

1. Infrastructure maintenance and augmentation :

- Employed labor for maintaining the college grounds.
- Procured a grass cutting machine.
- Purchased of solar lights.
- Purchased new security cameras.

2. Admission Process:

- Designed and printed pamphlets; faculty teams visited schools to promote college admissions through "Carvaan-Hunar" invitations.
- Purchased a promotional plan on Facebook.

3. Curriculum Enrichment:

Organized a makeup workshop for cosmetology students.

4. Extra-Curricular Activities:

- a. Celebrated various events including Lohri festival, Carvaan-Hunar, Republic Day, Lala Lajpat Rai ji's 159th Birthday, Lecture on personality development in light of Gurbani, and International Mother Language Day.
- b. Organized Communal Harmony Campaign Week in January.
- c. Recognized and honored participants and winners of Zonal Youth Festival 2023.

5. Academic Development:

Continued the Mentor-Mentee program.

6. Professional Development of Faculties:

- a. Faculty members were granted relief for 4-week orientation programs (FIPs).

Agenda

1. Admission Procedure

- a. Arranging visits to neighboring schools to extend invitations for the Hunar caravan.
- b. Formulating promotional strategies on social media platform.

2. Enhancing Curriculum

Coordination of workshops within the college premises.

3. Extracurricular Activities

- a. Strategizing and executing an Activity Calendar.
- b. Arranging educational excursions.
- c. Hosting a Kavi Darbar-Mushaira event in April for our Alumni.

4. Academic Advancement

Providing supplementary classes for both high-achieving and struggling students.

5. Faculty Professional Development

Organizing lectures on human values.

7. Expansion of Add-on Courses

Launching "Earn while Learn" initiatives for the Fashion and Cosmetology department.

Proceeding

1. Action taken report of the November agenda was discussed with all the attendance.
2. The committee should be formulated to celebrate Lala Lajpat Rai's birthday on the college premises.

3. Arrangements should be made to conduct the IT examination, the department of computer science in the college.
4. Educational excursions should be organized in March and Industrial visits should be organized to celebrate National science day.
5. MST should be conducted in the month of March to assess the performance of students.
6. Bhasha Manch of the college should be directly to observe International mother tongue day
7. Extra classes for the bright as well as weak students should be commenced.

Signature

1. Dr. Anuj Kumar Sharma
2. Dr. Pallavi Kataria
3. Dr. Subhash Chand
4. Dr. Meenakshi
5. Mrs. Mandeep Kaur
6. Dr. Neeti Jain
7. Mrs. Priyanka
8. Mr. Ajay Kumar Pal
9. Mrs. Sushma Kumari
10. Mr. Bhuwan Goyal
11. Prof. Savita Sharma
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- *Sharma*
 - *Pallavi*
 - *Chand*
 - *Meenakshi*
 - *Mandeep Kaur*
 - *Neeti Jain*
 - *Priyanka*
 - *Pal*
 - *Sushma*
 - *Sharma*
 - *Rajesh*



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Dated: 01-04-2024

A meeting of IQAC was held in hybrid mode with the following members on 01-04-2024 at 2:00 pm in the principal office. The following staff members were present:-

1. Dr. Anuj Kumar Sharma - Chairperson
2. Dr. Subhash Chand - Coordinator
3. Mrs. Mandeep Kaur - Co-Coordinator
4. Dr. Meenakshi - Member
5. Mrs. Pallavi Kataria - Member
6. Mr. Varun Goel - Member
7. Mr. Ajay Kuamr Pal - Member
8. Mrs. Sushma Kumari - Administrative Officer
9. Mr. Bhuwan Goyal - Member from A.P. Refinery PVT. LTD
(Industries)
10. Prof. Savita Sharma - Alumni Member(Ex-Principal GCG
College, Ludhiana)
11. Dr. Rajesh Kumar - Principal DAV College, Jalandhar
12. Mr. Rajkumar Bhalla - Special Invitee Member LAC

Principal sir welcomed all the members and meeting started with enchanting of Gayatri Mantra.

Action Taken on the agenda of January-2024 meeting

1. Infrastructure maintenance and augmentation:

- a. Ensuring CCTV maintenance.
- b. Repairing the generator.

- c. Renovation of the girl's hostel bathrooms.

2. Admission Procedures

- a. Conducting a hair cutting workshop for cosmetology students.
- b. Visited IELTS Centre for enrolling students in IT

3. Extracurricular Activities

- a. Celebrated International Mother Tongue Day
- b. Visited AP Refinery on Science Day
- c. Celebrating International Mathematics Day, E-Book Week, Commerce Fiesta, and organizing a Poster Making competition in the college.

4. Academic Advancements

- a. Implementing a comprehensive timetable covering all course combinations.
- b. Continuing the Mentor-Mentee program initiated in the previous year.

5. Professional Development of Faculty

Providing faculty members with a four-week orientation program (FIPs).

Agenda

1. Infrastructure maintenance and augmentation

- a. Installing additional IP cameras to bolster security and maintain discipline.
- b. Conducting maintenance for the computer lab, including keyboards and mice.
- c. Repair work in college campus including college building as well as hostel and college ground.
- d. Repair and procure of electrical items.
- e. Repair and purchase of important item in computer science department.
- f. Procuring necessary chemicals for chemistry lab practical.
- g. Purchase of books for college library.

2. Admission Process

- a. Developing the mode of various advertisement strategies like internet-based promotional newspapers advertisement, wall painting or Flexes etc.

- b. Design the college prospectus for new session.
- c. Developing the mode of various advertisement strategies like internet-based promotional newspapers advertisement, wall painting or Flexes etc.

3. Curriculum Enrichment

- a. Develop a procedure to help the students in selection of various value added, skill enhance and ability enhance courses.
- b. Introducing various interdisciplinary/ multidisciplinary courses according to NEP.

4. Extracurricular Activities

- a. Arranging a farewell party for graduating students.
- b. Planning educational trips for students.

5. Academic Development

- a. Teacher training for the implementation of the National Education Policy (NEP) as per the direction of the University.
- b. Make appreciate arrangement for conducting theoretical and practical examination of students.
- c. Arrange workshop/seminar/lecture to enhance students' knowledge and skill.

6. Professional Development of Faculty

Conducting orientation sessions for faculty members.

7. Development in Add-on Courses

- a. Launching "Earn while Learn" programs for the Fashion and Cosmetology department.
- b. Offering open training sessions for external participants.

Proceeding

1. Purchase and repair work for various departments and electrical items according to their requirements should be continue for smooth function of daily activities.
2. Arrangement of training for teacher to understand the NEP so it can be implemented smoothly in upcoming session.

3. Select the course to be offer in VAC, SEC, AEC and MDC according to university rule
4. Intimate departmental heads about implementation of NEP in the session of 2024-2025.
5. Faculty teams should be visit local communitles and schools in the vicinity to enhance admission in college.
6. The concern committee should design new prospectus for new session.
7. Initiatives should be undertaken by social media committee to ensure cost-effective advertising for the college through various methods.
8. Educational trip must be organize for holistic development of students.
9. A workshop/seminar/lecture should be organize for students.
10. Necessary arrangements should be taken for students practical and theory examination.
11. The Alumni committee should actively work towards organizing mushaira events in April.
12. Merit and remedial support tutorials (MSTs) should be arranged to identify high-achieving and struggling students.
13. Initiatives should be launched to encourage student enrollment in the "earn while learn" program.

Signature

1. Dr. Anuj Kumar Sharma
2. Dr. Subhash Chand
3. Mrs. Mandeep Kaur
4. Dr. Pallavi Kataria
5. Dr. Meenakshi
6. Mr. Varan Goel
7. Mrs. Priyanka
8. Mr. Ajay Kumar pal
9. Mrs. Sushma Kumari
10. Mr. Bhurvan Goyal
11. Prof. Savita Sharma
12. Dr. Rajesh Kumar

- *Aham*
- *Chand*
- *Mandeep*
- *Pallavi*
- *Meenakshi*
- *Varan*
- *Priyanka*
- *Ajay*
- *Sushma*
- *Bhurvan*
- *Savita*
- *Rajesh*